

CHIEF, PLANNING AND POLICY DIVISION

Supervisory Interdisciplinary, GS-xxx-15

SUPERVISORY CONTROLS

Works under very general administrative supervision of the Civil Works and Management Director who provides broad overall program objectives and policies. Evaluations, conclusions, and recommendations made by the incumbent have a major impact on the planning programs of the Division. Incumbent exercises maximum degree of latitude for independent actions, decisions, and commitments in connection with the analysis and solution of complex planning issues. The incumbent is held technically responsible for activities of the Division and recommendations and decisions are relied upon as being technically sound. Planning program accomplishments are subject to an administrative review for informational purposes and to assure attainment of objectives.

MAJOR DUTIES

As Chief, Planning and Policy Division, is the senior technical advisor/consultant for the Division's regional water resources planning activities. Insures the effective utilization of water and related land resources to meet existing and long-term needs. Responsible to the Civil Works and Management Director for overall program formulation, management, programming, administration, and evaluation of regional water resources development activities performed within the Division office and for providing staff supervision and assistance, coordination, and review regarding the water resources development planning accomplished in subordinate districts. Represents the Division Commander at conferences and hearings pertaining to overall planning programs involving representatives of other Federal and state agencies, higher authorities, private industry, local communities, and public interest groups.

1. Program Planning and Policy Development: As Chief, Planning and Policy Division, plans, programs, organizes, directs, and coordinates the large and diversified civil works water resource development planning program of the Division. Determines and recommends action on the scale and scope of developments, including individual projects. Advises the Division Commander on proposed policy and programs concerning water resource issues of major political, economic, social, and general public interest. Manages the General Investigations Program and special investigations being conducted at Division or district level; the Flood Plain Management Services Program within the Division, and the Continuing Authorities Program for the Division. Directs economic, social, environmental and archeological studies associated with the planning, advanced engineering and design, construction, operation and maintenance, and DA permit action associated with water resource projects within the Division. Oversees post authorization planning activities being conducted at Division or district level.

25%

2. Program Direction: Exercises staff supervision over the civil works planning programs and activities carried out in subordinate district offices. Provides policy direction and advice to subordinate districts in the coordination of civil works planning activities with other Federal agencies, state and local governments, and a variety of civic or public interest groups.

25%

3. Resource Management: As Chief, Planning and Policy Division, responsible for planning, programming, and directing the comprehensive civil works planning program with an average annual expenditure of \$ million. Obtains and allocates resources and funds necessary to support the Division level planning mission and functions. Responsible for insuring an efficient organizational structure and economical manpower and position structure necessary to accomplish all assigned missions and programs. Assures effective workload distribution and full utilization of personnel skills and abilities in consonance with programmed activities.

15%

4. Personnel Management and Equal Employment Opportunity: Exercises technical and administrative supervision over a group of approximately 7-15 employees assigned to the Planning and Policy Division. Subordinates include functional and technical specialists in a variety of professional and scientific occupations. Makes and/or approves selections and reassignments and recommends promotion of key subordinates. Evaluates subordinates, sets performance standards, and determines cash awards. Initiates and/or approves recognition and disciplinary actions. Schedules appropriate management and technical training and developmental activities. Assigns and reviews the work of the subordinate staff. Participates in the development and promotion of the EEO and affirmative action plan. Assures that support for EEO policy and affirmative action is understood and followed by subordinates. Supports affirmative action goals designed to assure equitable representation of minority and women employees in the workforce consistent with EEO goals. Assures that equal opportunity underlies all personnel management and supervisory actions with attention given to any special developmental or recruitment objectives relating to minority and women employees.

25%

4. Organization Representation/Liaison: Represents the Division Commander at technical meetings and policy conferences with other senior Federal agency representatives, state and municipal officials, private industry representatives, and higher level Corps of Engineers and Department of Army officials. Performs and/or directs the technical review of investigation reports of other activities of the Corps of Engineers, and based upon the results of this review, furnishes expert consultant advice to the Division Commander.

15%

Performs other duties as assigned.

This is an interdisciplinary position classifiable in any one of the following series:

Community Planning, GS-020
Economist, GS-110
General Biological Science, GS-401
Landscape Architecture, GS-807
Environmental Engineering, GS-819
Social Science, GS-101
Geography, GS-150
Civil Engineering, GS-810
General Physical Science, GS-1301
Hydrology, GS-1315

FACTOR 1, Program Scope and Effect, LEVEL 1-3, 550 Points.

The incumbent develops and applies policies, methods and procedures related to program management, command and control, regional interface, and quality assurance as they relate to the activities at ___ lakes, ___ navigation locks, ___ hydropower plants and more than ___ recreation sites within the ___ Division. This area also encompasses more than ___ miles of commercially navigable waterways. Responsible for staff supervision and assistance, coordination, implementation, and evaluation of key developmental programs for subordinate districts. The geographical area covers all or parts of ___ states (more than ___ square miles) in a very diverse industrial/agricultural region of the U.S. The effect of these programs impacts the activities in the entire area and facilitate the agency's accomplishment of its primary mission with respect to these programs. The efficient operation of these programs impacts the Corps Headquarters in that HQUSACE is not called upon to provide assistance or resolve problems. In addition, the programs would receive more intense Congressional and media attention if these programs were not operated efficiently.

FACTOR 2, Organizational Setting, LEVEL 2-3, 350 Points.

This position is accountable to a Senior Executive Service position.

FACTOR 3, Authority and Responsibility LEVEL 3-3b, 775 Points

Position is delegated a normal span of supervisory authorities exercised through team leader positions. Sets priorities, goals and provides long range planning for subordinate positions. Exercises all of the delegated supervisory authorities at Level 3-2c and at least eight of those at Level 3-3b.

FACTOR 4, Nature and Purpose of Contacts:

SUBFACTOR 4A, Nature of Contacts, LEVEL 4a-3, 75 Points.

Frequent contacts are with high ranking military (General Officer) and civilian (SES level) Federal government managers, comparable level officials in private industry (corporate CEO's and similar level positions), and state governments (Cabinet level).

SUBFACTOR 4B. Purpose of Contacts, LEVEL 4b-4, 125 Points.

The purpose of contacts is to brief on major Federal programs and activities, coordinate joint activities, or persuade persons or accept proposals, programs, or opinions. Expertise at verbal and visual presentations and conflict resolution is imperative to be convincing and successful in such settings. In many instances, those contacted are uncooperative and skeptical partly because of the interests of those for whom they work.

FACTOR 5, Difficulty of Typical Work Directed, LEVEL 5-8, 1030 Points.

The incumbent supervises, through team leaders, seven to fifteen positions which may be supplemented to meet immediate mission requirements. At least 25% of the representative work led is at the GS-13 or above grade level.

FACTOR 6, Other Conditions, LEVEL 6-5, 1225 Points.

Incumbent manages, through subordinate team leaders, a large variety of highly complex, technical programs and activities involving the integration of the activities of GS-14 and GS-13 professionals and the overall coordination of program and business development activities throughout the Division office and several subordinate Corps districts having monetary programs ranging from to million dollars per year and staff ranging from to employees.

The incumbent is delegated in writing the authority to make final decisions on the following:
1) to restructure and/or recast immediate and long range goals, objectives, plans, and schedules to meet substantial changes in legislation, program authority, and/or funding; 2) to determine the optimal mix of reduced operating costs and yet assure program effectiveness, including the introduction of labor saving devices, automated processes, methods improvements, and similar improvements; 3) to determine the resources to devote to particular programs; and 4) to formulate policy and long-range planning in connection with prospective changes in functions and programs.

The incumbent makes recommendations and provides significant input into the following:
1) significant internal and external program and policy issues affecting the overall Directorate as impacted by political, technological, economic, financial, organizational, and administrative conditions/factors; 2) which projects or program segments should be initiated, dropped, or curtailed; 3) changes in organizational structure, particularly where the changes would affect other organizations.

Total Points = 4130

GS-15 range – 4055 up